GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Office Procedure – Social Welfare Department - Standing Orders (Delegation of Powers) under rule 16 (1) (b) of A.P. Business Rules, 2018 – Issued.

SOCIAL WELFARE (OP.I) DEPARTMENT

G.O.Rt.No.107 **Dated: 23.03.2020**
Read:-

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Under Rule 16 (1) (b) of the A.P. Business Rules 2018, the cases in the Social Welfare Department shall disposed of as indicated in the Annexure to this Order.

2. Cases requiring circulation to Minister concerned, to Chief Minister or to the Governor under Business Rules and Secretariat instructions issued thereunder or under any statutory Law or Rules and regulations having the force of Law for the time being shall be circulated to the Minsters concerned, Chief Minister and or the Governor as the case may be, by the circulating authority.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

MUDDADA RAVI CHANDRA
SECRETARY TO GOVERNMENT

To
All Officers in the Department.
All Sections in the Department.
Copy to:-
The PS to Hon'ble Minister for SW
The P.S to Secretary to Govt. (SW).
All HoDs under the control of Social Welfare Dept.
for information
SF/SCs.

//FORWARDED : : BY ORDER//

SECTION OFFICER

ANNEXURE to G.O.Rt.No.107, Social Welfare (OP.I) Dept., Dated: 23.03.2020									
Sl. No	Sections	Subject	Type of Activity	Type of Disposal	A.S.O / S.O	A.S	DS/JS/ Spl.Secy.	Prl Secy/ Secy	Minister
1	2	3	4	5	6	7	8	9	10
1	**OP-I & II**	Establishment matters of the staff i.e., TCAs, ASOs and SOs. Class-III, IV and Outsourcing staff. Assistant Secretary and above Officers.	Service matters i.e., sanction of Increments, leaves i.e., EL, HPL, EOL, Surrender leave, Additional charge allowances, Tour programs, Transfer and Postings (other than SOs), LTCs. GPF, Medical reimbursement, TA&DA, claiming of salaries of officers and staff. Providing and maintenance of Vehicles, phones and News Papers bills, Stationary items not exceeding Rs.30,000/-. All scale regulated contingent expenditure, Income Tax related matters and other miscellaneous.	O.O./ Memo/ G.O.	Initiation	Verification of Facts and Rules.	Approval	--	--
			Service matters i.e., sanction of Increments, leaves i.e., EL, HPL, EOL, Surrender leave, Additional charge allowances, Tour programs, Transfer and Postings including SOs, LTCs. GPF, Medical reimbursement including relaxations of all staff. Dept. Budget, Loans and Advances, TA, DA, Pensionary benefits, Petitions and appeals, Permissions, Disciplinary cases of all staff, Court cases, Biometric, e-office, Systems and their maintenance.	O.O./ Memo/ G.O.	Initiation	Verification of Facts and Rules.	Vetting, Scrutiny and indication of option(s)	Approval	--
			Reimbursement of Medical claims in relaxation of rules in favour of individuals	G.O.	Initiation	Verification	For suggesting options / recommendation for relaxation of rules	-do-	Approval (after recommen-dation of the Standing Committee)

		Coordination	Issuing reminders calling for reports, remarks other matters etc., from HODs etc.	Memo/U.O./ Letter.	Initiation	Verification	Approval	---	---
			All consolidated reports related to Legislative and statutory reports/ PAC and replies including RTI	Memo/ Letter.	Initiation	Verification	Vetting/Scrutiny	Approval	-
2	**Vigilance**	Vigilance/ACB and Disciplinary cases of Social Welfare Department relating to Gazetted and Non Gazetted Ministerial staff class-IV Emp., All Court cases, Lokayuktha, HRC	Initiation of Disciplinary action, Framing AOCs and punishments and appointment of enquiry Officers and final orders against the charged Officers. Sanction of Provisional Pension & Regularisation of suspension, dismissal period	Memo/ G.O./ Letter/ U.O. Note	Initiation	Verification	Vetting, Scrutiny	Approval	Approval.
3.	**Services**	Service Matters relating to Social Welfare(i.e. Additional Directors/JD's/DD's and other employees Gazetted and Non Gazetted, Ministerial staff, Class-IV employees)	Transfer and Posting Orders	Memo/ G.O./ Letter/ U.O. Note	Initiation	Verification	Vetting, Scrutiny.w.r.t. rules and indication of options(s)	Recommendation.	Approval.
			Seniority Issues	Memo/ G.O./ Letter/ U.O. Note	Initiation	Verification	Vetting, Scrutiny.w.r.t. rules and indication of options(s)	Recommendation .	Approval.
			Promotion in the cadre of Additional Directors, Joint Directors and Deputy Directors.	Memo/ G.O./ Letter/ U.O. Note	Initiation	Verification	Vetting, Scrutiny.w.r.t. rules and indication of options(s)	Recommendation .	Approval.
			Special Grade Scale Increments (i.e. (6 Years), (12 years), (18 Years) & (24 years)	Memo/ G.O./ Letter/ U.O. Note	Initiation	Verification	Vetting, Scrutiny.w.r.t. rules and indication of options(s)	Recommendation .	Approval.
			Reimbursement of Medical Claims in relaxation of rules in favour of individual.	Memo/ G.O./ Letter/ U.O. Note	Initiation	Verification	Vetting, Scrutiny.w.r.t. rules and indication of options(s)	Recommendation ..	Approval.

			Compassionate appointment in relaxation Orders	Memo/ G.O./ Letter/ U.O. Note	Initiation	Verification	Vetting, Scrutiny.w.r.t. rules and indication of options(s)	Recommendation .	Approval.
			Disciplinary cases in Departmental Procedure laps.	Memo/ G.O./ Letter/ U.O. Note	Initiation	Verification	Vetting, Scrutiny.w.r.t. rules and indication of options(s)	Recommendation ..	Approval.
			Recruitment Notifications	Memo/ G.O./ Letter/ U.O. Note	Initiation	Verification	Vetting, Scrutiny.w.r.t. rules and indication of options(s)	Recommendation ..	Approval.
			Waiting Period	Memo/ G.O./ Letter/ U.O. Note	Initiation	Verification	Vetting, Scrutiny.w.r.t. rules and indication of options(s)	Recommendation ..	Approval.
			Court Cases including APAT,APHC etc.,	Memo/ G.O./ Letter/ U.O. Note	Initiation	Verification	Vetting, Scrutiny.w.r.t. rules and indication of options(s)	Approval	
			Amendment of Service Rules	Memo/ G.O./ Letter/ U.O. Note	Initiation	Verification	Vetting, Scrutiny.w.r.t. rules and indication of options(s)	Recommendation ..	Approval (CM)
			Extention, Declaration of Probation of SW employees.(DD,JD and AD)	Memo/ G.O./ Letter/ U.O. Note	Initiation	Verification	Vetting, Scrutiny.w.r.t. rules and indication of options(s)	Recommendation ..	Approval

4.	**SCP**	All service matters relating to the employees of APSCCFC Ltd., and DSCSCS Ltd.,	➢ Posting of Executive Directors on Deputation basis on 13 Districts. ➢ Regularization of service of Daily Wage Workers/ NMR/ Consolidated employees ➢ Transfers of employees of APSCCFC Ltd., and DSCSCS Ltd., ➢ Allegations of all employees ➢ Time scale of employees ➢ Court cases relating to the service matters. ➢ Lokayukta ➢ Service rules of SC Corporation and staffing pattern.	Letter/ G.O	Initiation	Verification	For vetting and scrutiny w.r.to rules suggesting options/ recommendations for relaxing of rules.	Approval	Approval
		Establishment of 3 Corporations (1. Madiga welfare Cooperative Finance Corporation Ltd., 2. Mala Welfare Cooperative Finance Corporation Ltd., 3. Relli & Others Welfare Cooperative Finance Corporation Ltd.,)	Creation of posts, Postings, deputations, Constitution of new boards	Letter/ G.O.	Initiation	Verification	For scrutiny and w.r.to rules suggesting options	Approval	Approval
		LIDCAP Ltd.,	Sanction of Budget, Service matters of VC & MD Economic Support Schemes	Letter/ G.O.	Initiation	Verification	-Do-	-Do-	Approval
		Land Purchase Scheme	Issuing letters and reminders calling for reports, remarks, sanctioning.	Letter/ G.O.	Initiation	Verification	-Do-	-Do-	Approval
		Legislative Matters	Issuing letters and memos calling for answers, submitting answers to APLA and APLC.	Letter/ Memo	Initiation	Verification	-Do-	-Do-	Approval
		Scheduled Caste Sub-Plan.	Budget Sanctions/ Conducting Nodal Agency. Issuing memos and reminders calling for reports, remarks.	Memo/ U.O. Note	Initiation	Verification	-Do-	-Do-	approval

		Bonded Labour.	Issuing memos and reminders calling for reports, remarks.	Memo/ D.O Letters	Initiation	Verification	-Do-	-Do-	approval
		SCA to SCSP.	Issuing administrative sanctions. Submitting Utilization Certificates. Issuing letters and reminders calling for reports, remarks.	Memo/D. O Letter/ G.O	Initiation	Verification	-Do-	-Do-	approval
		Economic Support Scheme.	Issuing letters and reminders calling for reports, remarks.	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	-
		RTI	Issuing letters and memos.	Memo/ Letter	Initiation	Approval	-	-	-
5.	**RS**	Establishment matter, service matters, disciplinary cases, court cases of all the employees APSWREIS	Creation of posts (Teaching and Non-Teaching), Extension of PRC to the Regular employees of APSWREIS, extension of remuneration to the contract and part time employees of the APSWREIS, Transfers & deputation to the employees of APSWRIES, Sanction of provisional pension.	Memo/ Letter/ G.O	Initiation	Verification	Vetting Scrutiny w.r.t. rules an indication of options	approval	-
		Sanction of new APSWR schools, up gradation of schools to Jr. Colleges	Administrative sanction for construction of new APSWR Schools Medical Reimbursement to the employees of APSWREIS Compassionate appointments	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	-
		Legislative matters	LAQs, LCQs, Assurances, Special Mentions, Zero Hour questions.	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	-
		Applications under RTI		Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	-
6	**BUDGET & LA**	Land Acquisition	1.Land acquisition for House site to weaker sections under Indiramma Programme	Memo/ Letter/ G.O	Initiation	Verification	Vetting/Scrutiny/ Recommendation/ Approval in Routine matters	approval	-
			2. LA for Pathway to burial grounds and SC&ST Hostel.	Memo/ Letter/ G.O	Initiation	Verification	Vetting/Scrutiny/ Recommendation/ Approval in Routine matters	approval	-

			3. LA for Harijana Wadas in Coastal & Rayalaseema areas.	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	-
			4. Proposals for sanction of Half of the/Balance Decretal charges on LA.	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	Approval for Issue of G.O
			5. Parliament/Assembly Questions/Assurances.	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	-
			6. Withdrawal of Land Acquisition Proceedings.	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	-
			7. Miscellaneous.	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	In relaxation
		Budget	1.SW Budget	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	
			2.Quarterly budget release of Schemes (NGOs, Finance Commission Grants)	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	In relaxation
			3.Issue of Administrative Sanction Orders.	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	
			4.Construction of Ambedkar Bhavans, Community Halls and Integrated Hostels.	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	Approval for Issue of G.O
			5.APSW Fund related files (GOI Grant in E-Anudan Portal)	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	
			6.PMAGY-Scheme	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	
			7.Miscellaneous	Memo/ Letter/ G.O	Initiation	Verification	-Do-	approval	In relaxation

7	**Education**	Social Welfare Hostels - Pre Matric & Post Matric Hostels, Special Hostels, Ananda Nilayalu.	Sanction of Pre-Matric Hostels, Post Matric Hostels	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Recommendation	Approval
			Formulation of guidelines for functioning of Pre Matric & Post Matric Hostels	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Recommendation	Approval
			Sanction of Diet Charges, Cosmotic Charges & other amenties	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Recommendation	Approval
			Administrative Sanctions for the BROs issued by Finance Dept for re-appropriation/additional grant	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Approval	
		CSS of Babu Jagivan Ram Chhatrawas Yojana(BJRCY)	Proposals under the CSS of Babu Jagivan Ram Chhatrawas Yojana(BJRCY) - Administrative Sanction for the BRO issued by Finance Dept	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Approval	
		Y.S.R. Vidyonnathi Scheme	Formulation of guidelines under the scheme	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Recommendation	Approval
		Skill Updation for Professional Graduates (TOFEL, IELTS, GRE, GMAT)	Formulation of guidelines under the scheme	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Recommendation	Approval
		Dr.B.R.Ambedkar Study Circles	Formulation of guidelines under the scheme	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Recommendation	Approval

		Pre Matric Scholarship (State Scheme V to VIII)	Formulation of guidelines under the schemes	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Recommendation	Approval
		Post Matric Scholarships - Jagananna Vidya Deeven (RTF) & Jagananna Vasathi Deevena (MTF)	Formulation of guidelines under the schemes	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Recommendation	Approval
		Book Bank (Providing books for reference to thestudnets of Professional Courses like MBBS, Engineering, Law, Management, Agriculture	Formulation of guidelines under the schemes	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Recommendation	Approval
		Ambedkar Overseas Vidya Nidhi	Formulation of guidelines under the schemes	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Recommendation	Approval
		YSR Pelli Kaanuka	Formulation of guidelines under the schemes	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Recommendation	Approval
		Best Available Schools Scheme - Corporate Colleges Scheme	Formulation of guidelines under the schemes	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Recommendation	Approval
			Administrative Sanctions for the BROs issued by Finance Dept for re-appropriation/additional grant etc.	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Approval	
		<u>Centrally Sponsored Schemes</u>							

		Post Matric Scholarships	Proposals under the Centrally Sponsored Schemes - Administrative Sanction for the BRO issued by Finance Dept	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Approval	
		Pre Matric Scholarships (9th & 10th Classes)	Proposals under the Centrally Sponsored Schemes - Administrative Sanction for the BRO issued by Finance Dept	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Approval	
		Upgradation of Merit to SC Students	Proposals under the Centrally Sponsored Schemes - Administrative Sanction for the BRO issued by Finance Dept.	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Approval	
		Free Coaching for SC and OBCs	Proposals under the Centrally Sponsored Schemes - Administrative Sanction for the BRO issued by Finance Dept	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Approval	
		Pre - Matric Scholarships to the children of those engaged in occupation involving cleaning and prone to health hazards	Proposals under the Centrally Sponsored Schemes - Administrative Sanction for the BRO issued by Finance Dept	Memo/Letter/ G.O.	Initiation	Verification of Facts and Rules	Vetting, Scrutiny and indication of option(s)	Approval	
8.	**CV**	Policy matters relating to Scheduled Castes	➢ Inclusion/deletion of castes in SC list. ➢ SC Categorization etc.	G.O/ Circulars	Initiation	Verification	For vetting and scrutiny w.r.to rules suggesting options/ recommendations for relaxing of rules.	Approval / orders	Approval/ orders
		Caste Certificate Verification	• Appeal Petitions filed on Cancelation and non- cancelation of SC certificates. • Cancelation and non- cancelation of ST certificates. • State Level Review and Scrutiny Committee (SLSC).	Memo/G.O.	Initiation	Verification	For scrutiny and w.r.to rules suggesting options	Approval / orders	Approval/ orders As per the Act 16, Competent Authority is Minister

		Constitution of Commissions/ Committees and their related matters	1. SC/ST Commission. 2. One Man Commission. 3. State Level High Power Vigilance and Monitoring Committee. 4. State Level Safai Kamacharies Commission.	Memo/GO	Initiation	Verification	For scrutiny and w.r.to rules suggesting options	Approval / orders	Approval/ orders
		1. The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 and Rules and the Amendments thereon. 2. The Protection of Civil Rights Act, 1955 and the Amendments thereon. 3. Beggars Act. 4. Devadasis Act.	• Amendments to Act and Rules • Relief & Rehabilitation to the victims. • Incentive for inter-caste marriages • Exclusive special courts/ Mobile Courts for trail of cases filed under POA and PCR Acts. • SCs/STs Protection Cell/ Periodic survey. • Budget releases under CSS/CASP and issuance of administrative sanction.	Memo/GO	Initiation	Verification	For scrutiny and w.r.to rules suggesting options	Approval / orders	Approval/ orders
		Policy matters relating to Scheduled Castes	➢ Inclusion/deletion of castes in SC list. ➢ SC Categorization etc.	G.O/ Circulars	Initiation	Verification	For vetting and scrutiny w.r.to rules suggesting options/ recommendations for relaxing of rules.	Approval / orders	Approval/ orders
		Rule of Reservation	• Clarification. • Backlog vacancies.	Memo/ U.O. Note/ U.O/ GOs	Initiation	Verification	Approval / orders	Approval/ orders	Approval / orders
		Court cases	• Atrocity cases • Caste Verification. • ROR • Inclusion/deletion of sub-castes in SCs	Memo/ para-wise remarks/ counter affidavit/ dispense petition etc.	Initiation	Verification	Approval / orders	Approval/ orders	Approval / orders

		RTI Applications	• Furnishing of information • Transfer • Rejection	Letter/ Memo	Initiation	Verification	Approval / orders	--	--

MUDDADA RAVI CHANDRA
SECRETARY TO GOVERNMENT